



# USAID | GUINEA

FROM THE AMERICAN PEOPLE

1. **SOLICITATION NUMBER:** SOL-675-16-000011
2. **ISSUANCE DATE:** August 31, 2016
3. **CLOSING DATE AND TIME:** September 30, 2016. 16:30 Local Time,
4. **POSITION TITLE:** HUMAN RESOURCES ASSISTANT
5. **OPEN TO:** All Qualified Candidates
6. **WORK HOURS:** FULL TIME; 40 HOURS/WEEK
7. **MARKET VALUE OF POSITION:** FSN-08 (GNF80,950,515 – GNF121,425,781 per annum). Final compensation will be based on the individual's salary and work history, experience and educational background.
8. **EVALUATION FACTORS:** Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: Education (20%); Work Experience (40%); Knowledge, Skills & Abilities (30%); Language (10%).
9. **PERIOD OF PERFORMANCE:** One year renewably annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
10. **PLACE OF PERFORMANCE:** Conakry, Guinea.
11. **SECURITY ACCESS:** Background Check
12. **AREA OF CONSIDERATION:** Foreign Service Nationals
13. **NOTE:** Due to the number of applications we Receive, only applicants who have been Short listed will be contacted by USAID.

***ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION***

## **STATEMENT OF WORK/POSITION DESCRIPTION:**

### **A. BASIC FUNCTION OF POSITION:**

The Human Resources Assistant to the USAID/Guinea and Sierra Leone Mission serves as an assistant to the Human Resources Specialist and the Executive Officer on matters relating to the Personnel management of Foreign Services National Employees (FSNs). Activities and programs include management of the FSN Personal Services Contracts (PSCs), including classification of new and revised FSN positions, recruitment and appointment of local staff, maintenance of position control records, staffing patterns and personnel files, issuance of personnel actions, annual step increase, promotion, local health insurance program coordination, and wage administration of local employees.

### **B. MAJOR DUTIES AND RESPONSIBILITIES:**

#### **I. Recruitment process for Foreign Service National positions: 20%**

- a. Prepare recruitment advertisements and coordinate with Embassy/HR for posting at USAID, U .S. Embassy, and Peace Corps, and for publishing in newspapers or local radios.
- b. Perform preliminary screening of all applications received, based on position criteria, in response to job vacancy announcement and determine those that meet criteria.
- c. Set up the interview panel and appointments for prospective candidates; verify previous employment and performance records for applicants and arrange for skill tests when required. Participate in both the initial and final interviews; provide information or clarification on recruitment procedures.
- d. When the final selection is made, process reference check, prepare a recommendation for initial salary and draft the job offer letters (Conditional and Final). Assist in negotiating contract/salary for selected candidates. Arrange for security and medical clearances after contract negotiation. Assist in the orientation of new FSN employees; briefings on allowances and benefits; health and life insurance and pension plans. Prepare and send out letters for the unsuccessful candidates.
- e. Ensure that all necessary documentation on new employees are completed and properly filed, i .e ., request for the position or MAARD, job advertisement, Optional Form 612, selection and negotiation memo, copies of salary history, health and security clearances and health insurance registration, etc..

#### **II. FSN Personnel and Contract Administration: 40%**

- a. Assist in the preparation and processing of all types of personnel/personal services contracting actions and Negotiation Memorandums for all FSN PSC employees such as appointment, within-grade-increase, promotion, transfer, saved rate, grade retention, leave without pay, resignation, separation, disciplinary action (reprimand, suspension and

removal actions) and reduction-in-force. Prepare and process all contract documents and amendments, as well as all related memorandum of negotiation and correspondence. Maintain a database on employee contracts such as contract dates, within-grade-increases (WGI), and promotions due dates etc.

- b. Prepare personal services contracting action using the JF-62 form and forward to the payroll office in Charleston to affect contract/salary changes. Coordinate with the Controller's Office and work with FSC Charleston to resolve any questions raised on JF62 actions.
- c. Prepare contract closeout documents upon termination of personal services contracts, i .e. release forms, contract closeout completion statement. Coordinate with the Controller's Office the processing of final payments in order to de-obligate funds for contract closeout.
- d. Arrange an English language test and/or training for FSNs to measure or meet the English language level of their positions.
- e. Serve as advisor on matters relating to FSN, and provide guidance on rules and regulations regarding US and Guinea and Sierra Leone human resources administration.

### **III. Local Health Insurance and Social Security:**

**10%**

- a. Process health insurance medical claims submitted by Foreign Service National (FSN) employees through the local health insurance company.
- b. Process and follow up on the enrollment of new employees in the local health insurance and the social security system, and the discontinuation of coverage for all terminated employees.
- c. Assist and facilitate the preparation of all required documents for employees and/or employees' dependents who need to be hospitalized.
- d. Answer queries related to FSN health insurance benefits.
- e. Attend meetings and briefings at the Embassy when designated by Supervisor.
- f. Assure that USAID contribution to local social security office is paid on time. Ensure that payments due the employees by that office are made to the eligible employees on a quarterly basis.
- g. Resolve issues with the social security office or refer them to the HR Specialist.

### **IV. FSN Position Classification, Audits and Analysis:**

**10%**

- a. Meet and work with supervisors to obtain accurate position descriptions and define organizational relationships for new and revised positions. Explain and discuss

classification standards and requirements with employees and supervisors using the Mission Classification (MClass) principles. Coordinate the preparation of Job Description Help Sheet (JDHS).

- b. Reviews position classification package elements, obtains additional information (if needed) and conducts needed interviews with incumbent or/and the supervisor prior to preparing and submitting package to the Regional Classification Center (RCC) for (re)classification in MClass.
- b. Conduct interviews of employee and supervisors regarding the job factors to ensure that job descriptions match with actual duties. Enter Job Description and all electronic documents required for the MClass process.
- c. Interpret questionnaire results into CAJE concept and enter data in CAJE System.
- d. Ensure that all the attachments sent in CAJE System are accurate.
- e. Maintain documents on classification filing and update.

**V. US/TCN PSC Contract Management:**

**40%**

Assists the HR Specialist in US and TCN contract matters: arrange for interviews, maintain all US and TCN PSC files and ensure that all required contracting documents are complete, including checklist, solicitation, contract award, memo of negotiation, medical & security clearances, performance evaluations, contract modifications, tally sheets, etc.

**VI. Foreign Service National Performance Evaluation:**

- a. Is responsible for the LE Staff performance evaluation process. This includes notifying supervisors/rating officers when performance evaluation reports for all FSN PSC employees are due. In this instance, he/she will:
- b. Draft or edits and transmits requests for regular, interim or other Work Plans and Performance Evaluation Reports (PER) for Foreign Service National staff, providing all needed information to assist employees and supervisors with the discharge of this responsibility.
- c. Draft and transmits notices on overdue reports, and prepares related lists. Establish or modify rating cycles, keep abreast of changes in supervisors, reassignments, LWOP, and other actions affecting the rating cycle, and modify the related database records to ensure the maintenance of accurate and up-to-date information.
- d. Respond to general questions and provides information to assist employees and/or supervisors in completing reports. Reviews completed reports to ensure accurate and thorough completion, requests or explains necessary modifications, processes completed reports, and updates the database accordingly.

- e. Prepare related ad hoc lists or reports, as requested.
- f. Follow employee Performance during probationary periods and Performance Evaluation Reports.
- g. Follow up and ensure that all evaluations are completed on the due date to allow timely processing of within-grade-increase and/or promotion, or denial of WGI.
- h. Monitor the three (3) months probationary period of all new hires and ensure that the Supervisors are fully aware of the options for the termination of underperforming LE Staff during or at the end of the probationary period as per the Local Compensation Plan, Locally Engaged Staff Handbook and local labor law. -

**VII. Webpass Post Personnel Administration, Reporting and other functions: 10%**

- a. The incumbent is responsible for ensuring real-time data integrity in the system, through regular input of all personnel actions LE Staff and USDH. All entries/updates into Web Pass should be consistent with existing source documents (cables, change in family size/status etc.). He/she is fully responsible for running and producing reliable reports such as staffing patterns.
- b. Periodically update the internal Staffing Pattern reports for Management's internal use.
- c. Periodically coordinate the renewal of Local staff medical and security clearances.
- d. Assist in managing the Mission's various incentive awards program : review and screen award nominations, advise on criteria for awards, check nominations for compliance with regulations, obtain funding and approval from the Mission Awards Committee and the Embassy Joint Country Awards Committee . Contribute to preparations for awards ceremonies including the preparation of award certificates. Maintain a database containing award records for each employee.
- e. Maintain all FSN PSC files and ensure that all required contracting documents are complete, including solicitation, contract award, memo of negotiation, medical & security clearances, performance evaluations, contract amendments, and JF-62's . Ensure that all contracting documents are filed in conformance with procurement documentation rules and regulations.
- f. Arrange for pre-employment and pre-travel medical exams, and for employees' enrollment in the Health and Accident Coverage (HAC).
- g. Maintain up to date data on employees' training history.
- i. Serve as back up in the Personnel Section in case of absence of the Human Resources Personnel Specialist.

**C. QUALIFICATIONS/ SELECTION CRITERIA:**

**Education: (20 POINTS)**

Completion of secondary school, college education in Management or Administration related field is required.

**Work Experience: (30 POINTS)**

Three years of progressively responsible experience in human resources or administrative management. At least two years of the experience should be with a US Government Agency or a large International organization. Must have extensive practice in personnel contract administration in USG or large International Organization.

**Knowledge, Skills and Abilities: (40 POINTS)**

Effective administrative and interpersonal skills, good organization, tolerance and utmost discretion and impartiality in dealing with all levels of Mission personnel. Must have the patience and determination to follow through persistently in difficult and sensitive situations. Tact and diplomacy. Skills in MS Office.

**Language: (10 POINTS)**

Level 4 (fluent) ability is required in written and spoken English and French.

**TOTAL: 100 POINTS**

**D. POSITIONS ELEMENTS:**

**Supervision Received:** The Human Resources Assistant works under the supervision of the Human Resources Specialist who in turn reports to the Executive Officer.

**Supervision Exercised:** None

**Available Guidelines:** USAID HR Website, ADS-400, 3 FAM, 3-FAH2, AIDAR, USAID and U.S. Embassy regulations , Mission Orders and directives on personnel administration , classification and compensation , local labor code, and Local Compensation Plans, insurance plan for the local staff Health Insurance, manuals needed for the different computerized system used by HR (CAJE, Webpass, etc.).

**Authority to Make Commitment:** Must exercise substantial independent judgment in classifying or reclassifying positions and in providing advisory services. In as much a bulk of personnel cases are handled directly, must use good judgment in what problems and/or issues are brought to attention of the supervisor

**Nature, Level, and Purpose of Contacts:** Must provide consistent and credible representation of USAID to Ministry of Health (MOH), Development Partners, and implementing partner contacts and coordination bodies for technical, policy, financial, and program management issues. Will have limited contacts with officials of MOH and other partners to define and/or reorient them to USAID financial requirements, and translate policy changes into program action.

**Time Expected to Reach Full Performance Level:** One year

#### **E. INSTRUCTIONS TO APPLICANTS:**

- i). **Applying:** For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.
- ii). **Marking Applications:** To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.
- iii). **CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- iv). **Form AID 302-3:** The submitted form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the form AID302-3. Form AID302-3 is available on USAID Website <http://www.usaid.gov/forms>

Form DS-174 is available on State website at:

[http://guinea.usembassy.gov/job\\_opportunities.html](http://guinea.usembassy.gov/job_opportunities.html)

- v). **References:** Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.
- vi). **Posting address:** Completed package Applications should be sent to [Conakrypscjobs@usaid.gov](mailto:Conakrypscjobs@usaid.gov), or [ConakryHR@state.gov](mailto:ConakryHR@state.gov)

Before close of business, 16:00 pm, on the closing date of this announcement.

#### **F. SECURITY AND MEDICAL CLEARANCES**

- i). **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.
- ii). **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. This temporary security clearance will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

**END OF SOLICITATION**

**EQUAL EMPLOYMENT OPPORTUNITY:** *The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*